

Weekly Update

January 27, 2016

Subject: One Section of the AP300 Accounts Payable Invoice Processing Class Announced

Audience: Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one section of the two-day training class, AP300 Accounts Payable Invoice Processing on Tuesday and Wednesday, April 5-6, 2016. The class covers the Accounts Payable (AP) invoice and payment process at the agency level.

Below you will find details about the class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

AP300 – Class Information

Class ID/Title: AP300 Accounts Payable Invoice Processing

Description: This class covers the AP invoice and payment process at the agency level, including creation and adjustments of incoming or outgoing invoices/credit memos/Interdepartmental Transfers (IDT), creation of park documents, posting payment information, clearing vendor account and the authorization workflow, etc.

Target Audience: Users with the following roles: Accounting Lead, Accounting Clerk, AR State Treasurer's Office, AP Listing Voucher Backup (Workflow), AP Listing Voucher Scan (Workflow) and AP List Voucher Account Assignment.

Pre-requisites:

The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- COR120 Enterprise Central Component (ECC) Navigation online class

AP300 – Section 01 – Spring 2016 Details

**Please Note: Due to unforeseen circumstances, the following class date has been updated.*

The new date is as follows:

Class Dates: Wednesday and Thursday, March 30-31, 2016 (two-day class)

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

Users may request enrollment in this class using the pre-registration survey at

<https://www.surveymonkey.com/s/S6QN73P>. Your survey completion is a request only.

Registration is not complete until you receive an enrollment confirmation from SCEIS Training.

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The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.